

EYFS Welfare & CR

34: Kidz Own Admissions and Fees

Our club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Admissions

When a parent/carer contacts the club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child. If there are no places currently available parents will be asked whether they wish to place their child on the waiting list and asked to complete a waiting list form.

If a suitable place is available the parent/carer will be advised of the Registration procedures and will be given a 'How to use your club leaflet' and Policy information. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete the online registration and pay one month's fees (deposit – which will be held separately and refunded when your child leaves the club).

Once the admission is secure, the manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the Club. At this stage, the provision of the Settling In policy will come into operation.

Waiting List

To ensure that admissions to the club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the club on a waiting list registration form. The details of this request will be placed on the waiting list, in the order that they are submitted.
- Places on the waiting list will be allocated as per our "Admissions Priority procedure" (see appendix 1 attached). The club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the club.
- When a vacancy at the club becomes available, the manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Registration process and follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Waiting List Procedure

1. All Parent/Carers will be notified by email at the end of March, to see if they still require their place on the waiting list, or if they need to amend any session information. (a form will be attached for you to complete)
2. A response will be required within 7 days of receiving this email.
3. If we do not have a response within 7 days, your place on the waiting list will be removed.
4. Parent/Carers that have existing children in the club and are on the wait list for additional sessions still need to renew their waiting list registration every year.
5. Parent/Carers that don't have children in the club need to renew their waiting list registration every year.
6. If a place is offered to a child and the parent/carer declines the offer a maximum of two times, then they will be removed from the waiting list (*this does not affect you reapplying, it just means your child will be at the bottom of the waiting list*).
7. Kidz Own will offer out Septembers places by the end of April. This will be done by email – so please ensure we have a correct email address.
8. This process allows for a more robust monitoring of the waiting list.

Fees

The club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Registered Person and reviewed annually in the light of the club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant
- Payment of fees should be made weekly or monthly, on an agreed day prior to the start of the week or month in question. Individual payment arrangements will be negotiated between the manager and parents/carers.
- The club will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the manager at the earliest possible opportunity.
- If the fees are not paid on time, the club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the club being forfeited.
- If fees are paid persistently late or not at all with no explanation, the club will be forced to terminate that child's place. Under exceptional circumstances, the manager may agree to allow the child to continue attending the club for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the club.

Refunds

- Full care fees are payable as per your contract for non-attendance i.e. sickness, family holidays.
- If a child is excluded from school, it is school's policy that they are not allowed on school the school site and therefore will not be able to access the club. Full fees remain payable in this situation.
- If a child is excluded from Kidz Own it is our policy that full fees remain payable.
- If a decision is taken by the Headteacher of Coten End Primary School to close the school due to health and safety reasons (i.e. severe weather or any other unforeseen event), the Directors of Kidz Own will make a decision whether to open or close the Club based on the nature of the event or incident. If the Club has to close, the Directors will assess on an individual event basis, whether or not a refund or part refund will be made. Any such refund or part refund will be credited to the next month's invoices of the affected parents and will not be given in cash or cheque.

Policy reviewed ...3rd May 2017.....

Review DateMay 2020.....

Signature of Director Date

Signature of Manager Date

Appendix 1

KIDZ OWN ADMISSIONS PRIORITIES

The child ..

1. ..is in the care of, or provided with accommodation by, a local authority (under section 22 of the children act 1989)
2. ..already has a place and wants the same hours
3. ..of an existing staff member
4. ..is a sibling of a child who already has a place
5. ..already has a place and wants more hours
6. ..has been on the waiting list more than one year
7. ..is in (or is about to begin) primary education at Coten End Primary School.
8. ..is in (or is about to begin) primary education at any other school

